



Lincoln University

BA 217 – Personnel Management COURSE SYLLABUS

Spring, 2022

Instructor: Dr. Ken Germann
Lecture Schedule: Tuesday, 3:30 PM – 6:15 PM
Credits: 3 units / 45 lecture hours
Level: Advanced (A)
Office Hours: Tuesday, 6:15 PM – 6:45 PM
E-mail: kengermann@att.net
Phone: (510) 531-3082

Textbooks: Gary Dessler, Human Resource Management, 13e, Pearson;
ISBN: 13: 978-0-13-2666821-7; 2013

Prerequisites: BA 110
Last Revision: December 29, 2021

CATALOG DESCRIPTION

A survey of principles and practices related to development of sound personnel relationships with reference to employment recruiting and selection, training, job evaluation, performance appraisal, discipline, wage and salary administration, labor relations, safety, supervision, morale building, governmental regulations, and other matters. *Prerequisite: BA 110*

COURSE LEARNING OUTCOMES¹

	Course LO	Program L	Institutional I	Assessment Activities
1	Understand the roles of recruiting, training, and compensating.	PLO 1	ILO 1a, ILO 2a	Homework, Written Group Project.
2	Develop employee relations.	PLO 2	ILO 2a, ILO 7a	Homework, Written Group Project.
3	Design human resource strategies. Utilizing selection tools in hiring. Appreciating labor relations and collective bargaining.	PLO 4	ILO 4a, ILO 5a ILO 6a	Oral Group Presentation

¹ Detailed description of learning outcomes and information about the assessment procedure are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

4	Creating a safe and healthy workplace. Managing human resources.	PLO 6	ILO 3a	Homework, Written Group Project, Oral Presentation.
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INSTRUCTIONAL METHODS

Lecture method is used in combination with marketing case studies. The emphasis will be on learning by doing. Every student must participate in an intensive classroom activity.

Assignments and projects require students to actively use resources of the library. Detailed guide to business *resources of the library* as well as the description of Lincoln University approach to *information literacy* are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

LECTURES AND HOMEWORK

I will lecture on both assigned readings and supplemental lectures. You will be responsible for both reading the assigned chapters in advance and word processing the questions at the end of each of the chapter's case studies.

GROUP ASSIGNMENT

You will form teams of four students, for the purpose of developing a human resource plan for an actual company. The written group project is due the next to last class and the oral presentation is due on the last class.

EXAMS

For your midterm you will have a take home essay exam covering the first 9 chapters. For the final you will have the same assignment covering chapters 10-18.

GRADING

Your grade will be determined as follows:

Grade Structure	Points
Case Studies	200
Group Plan: written and oral presentation	200
Midterm Exam	100
Final Exam	100
Total Points	600

Grades will be earned as follows:

564-600	A	444-461	C
540-563	A-	420-443	C-
522-539	B+	402-419	D+
504-521	B	379-401	D
480-503	B-	360-378	D-
462-479	C+	359 + below	F

CLASS SCHEDULE

Date	Focus of Discussion	Assignment
Week 1:	Chapter 1	No case studies
Week 2:	Chapter 2	Case studies
Week 3:	Chapter 3	Case studies
Week 4:	Chapter 4	Case studies
Week 5:	Chapter 5	Case studies
Week 6:	Chapter 6	Case studies
Week 7:	Chapters 7,8	Case studies
Week 8:	Chapter 9	Case studies, Take Home Midterm: 1-9
Week 9:	Chapter 10	Case studies
Week 11:	Chapters 11, 12	Case studies
Week 12:	Chapters 13, 14	Case studies
Week 13:	Chapters 15, 16	Case studies
Week 14:	Chapters 17, 18	Case studies, Take Home Final: 10-18
Week 15:	Written Group Project and Oral Presentation	

COMMENTS

- * Participation is required. What you put into the class will determine what you get out of it - and what others get out of it.
- * Please come on time. Late arrivals disturb everyone else.
- * If you miss a class, you are responsible for getting notes on the material covered from a classmate.
- * To avoid distracting noise in class, cellular phones must be turned off or the ringing mode silenced.
- * Questions and comments during the class are welcome. Do not hesitate to ask questions - do not leave anything unclear for you.

MODIFICATION OF THE SYLLABUS

The instructor reserves the right to modify this syllabus at any time during the semester. Announcements of any changes will be made in the classroom.

INSTRUCTOR BIO

Instructor has the greatest job in the world: teaching for the past 45 years. During that time, he has also worked in operations; been an attorney; actor; a senior manager; and consultant. He has been lucky to work and traveled to 193 countries.